Virginia Housing Trust Funds
Homeless Reduction Grant
Application Instructions

Due Date: October 18, 2017

EQUAL HOUSING
OPPORTUNITY

Eligible Applicants

Eligible applicants are units of local government, non-profit organizations or housing developers (non-profit and for-profit), Community Housing Development Organizations (CHDOs), single purpose organization or a limited liability corporation (LLC). If an LLC or development team is applying, the preferable applicant is the primary partner in the LLC or development team or the individual organization that will have the ongoing responsibility for the project.

Applicants must have a registered CAMS profile in order to apply. Proposed projects that will leverage multiple partners and subcontracts are allowable. The applicant is the entity responsible for compliance. Please contact DHCD if you have any questions.

DHCD may not enter into program contracts with any applicant with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues. Please note that DHCD will work with all interested parties toward the resolution of outstanding issues, where appropriate.

DHCD must verify project partner capacity and roles when evaluating applications and project feasibility. Applicants must be able to clearly articulate the relationship between all partners involved in the service provision, development, ownership, and/or property management of a project.

Grant award

Project awards will be in the form of a one-year grant capped at $100,000.

Application Submission

The Housing Trust Fund (HTF) Homeless Reduction Grant applications must be submitted through DHCD's Centralized Application and Management System (CAMS). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed as is.

An applicant organization must have a registered CAMS organizational profile in order to apply for HTF funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.
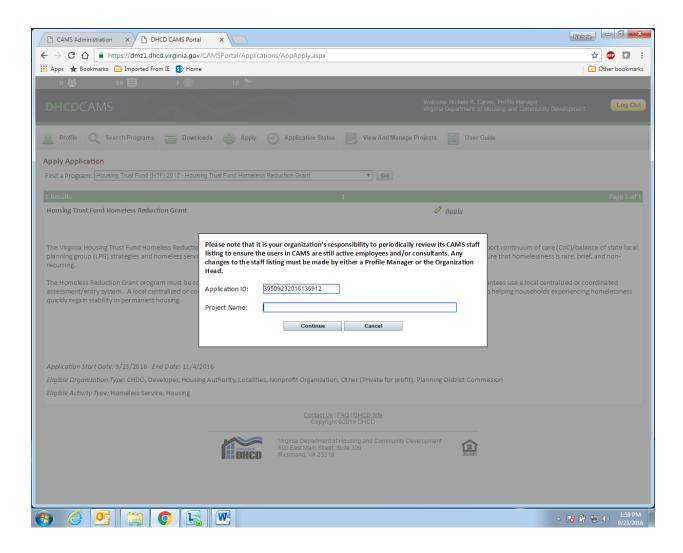
Applicants may submit applications at any time prior to the deadline. DHCD will only review applications submitted by the established deadline.

CAMS will send the applicant an email notification when an application has been submitted and received.

Project Information

The applicant must log into CAMS and select the Housing Trust Fund Homeless Reduction Grant program and click Apply. When the applicant clicks on Apply the system will ask for a Project Name. Please be careful to enter a project name that will

help DHCD identify your project. The name of the development or the street where the project is located would be appropriate project names. Once the applicant hits <u>Continue</u> the project name cannot be edited. At this point CAMS will give the application a system-generated <u>Application ID</u> number.
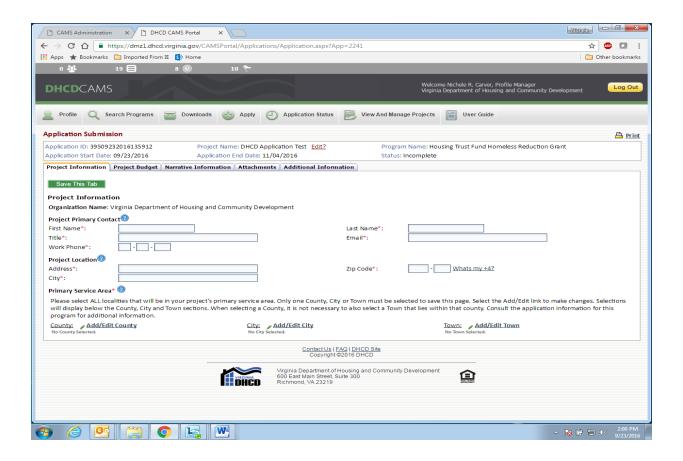

Select <u>Continue</u> and CAMS will take the applicant to the <u>Project Information</u> tab. On the project information tab the <u>Organization Name</u> will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the <u>Project Primary Contact</u> information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project will be located and the Primary Service Area is the locality(s) that the project is intended to target.
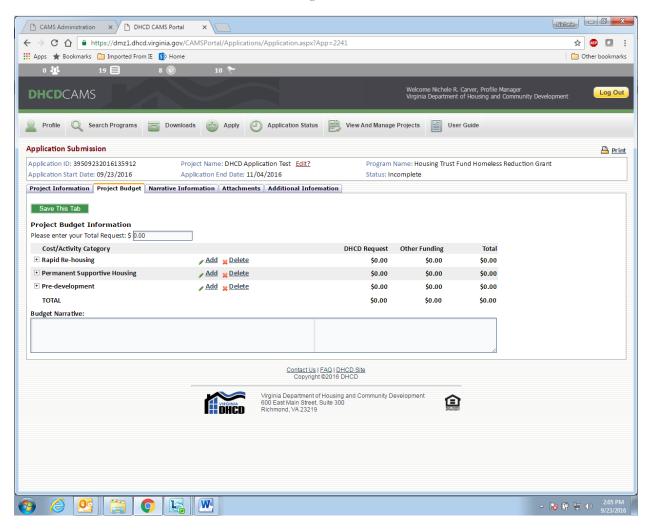
The page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

Tip: To print an application that will display all the questions simply go into the "Narrative Information" tab and enter NA into each text box. This will allow you to have a copy of the application including all the narrative questions to work from outside of CAMS.

Project Budget
The next tab, Project Budget, requires basic budget information that corresponds to the requested amount and project type.

Narrative Information

The applicant will then go to the narrative questions. There are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. Once the narrative information is complete applicants should print the questions by clicking the <u>Print</u> tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

The CAMS text box in this section will only accommodate text responses. Graphic, tables, charts will appear as text only. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

Specific narrative questions and instructions are as follows:

- Summarize the funding request. The summary must list the total request for each budget activity.

- Provide a detailed description of the proposed activities. The narrative must include the project location and the current status of project components either under development or in the process of being implemented.

- Provide an overview of how this project aligns with the continuum of care (CoC)/ local planning group (LPG) emergency crisis response system and state and federal goals to end homelessness.

- Describe the unmet local need this project will address within the CoC or LPG (for the Balance of State CoC). Be sure to include local homeless data that demonstrates the gap and demand and identify how the proposed project will address this need.

- Provide the number and type of households projected to be served with this funding. Provide the average cost per household based on this request and all anticipated project resources.

- If applicable, describe how this project will reduce the number of homeless youth (age 18-24) and families.

- Identify how the proposed project is housing focused and supports a housing first model. Describe how high-barrier households will be addressed with this funding. Describe in detail the systems that are in place to ensure that households experiencing homelessness are moved quickly to permanent housing and remain stably housed.

- Describe how the project will implement housing stabilization services. Include a description of how households will be connected to mainstream resources.

- Describe how the project coordinates with the CoC or local planning group goals and objectives. Predevelopment only: also describe any local planning efforts and regional coordination involved in the development, implementation, and evaluation of this project.

- Describe how the project will be incorporated into the local coordinated assessment system. This must include a clear and appropriate method for individuals and families to access initial intake, evaluation, and services.

- Detail how many households have been served in the past year and the number of households that remained permanently housed, if applicable. For rapid re-

housing projects, describe how the program is aligned with the National Alliance to End Homelessness Performance Benchmarks and Program Standards.

- Provide evidence of the organizational capacity of the applicant and any key partners including experience with similar projects and overall financial and management capacity. Describe any changes in leadership over the past year.

- Have state or federal funds been returned? If yes, please explain why and how the issue is being addressed.

Attachments

There are a number of attachments required for the Homeless Reduction Grant application. Some of these attachments require the use of a DHCD-provided template. The Certifications and Assurances is an example where the applicant will be required to download a template, complete, and upload the completed templates. All attachments are listed on the attachment tab. The attachments with required templates have a link next to the name of the attachment and instructions to download.

Some attachments do not require DHCD templates. Applicant Financials is an example of an attachment where the applicant will not be required to download and complete a DHCD template. In these cases the applicant would simply upload an electronic version of the document under the appropriate attachment.
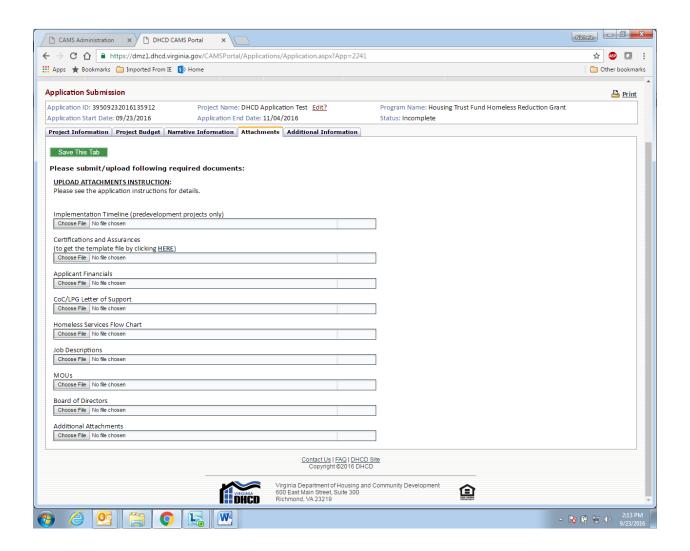
Please see the CAMS User Guide for more detailed instructions (file types and size limits).

Required application attachments include the following:

Application Attachments	
Name of Attachment	*Requirement*
Implementation Timeline	Required for predevelopment projects only
Certifications and Assurances*	DHCD template; required for all projects
Applicant Financials	Required for all projects – current and prior year organizational budgets to include revenue sources and expenses
Letter of Support (signed by the CoC/LPG governing board chair)	Required for all projects – letter must detail how the project fits into the emergency crisis response system
Homeless Services Flow Chart	Required for rapid re-housing and permanent supportive housing projects only
Job Descriptions	Required for projects proposing staff costs

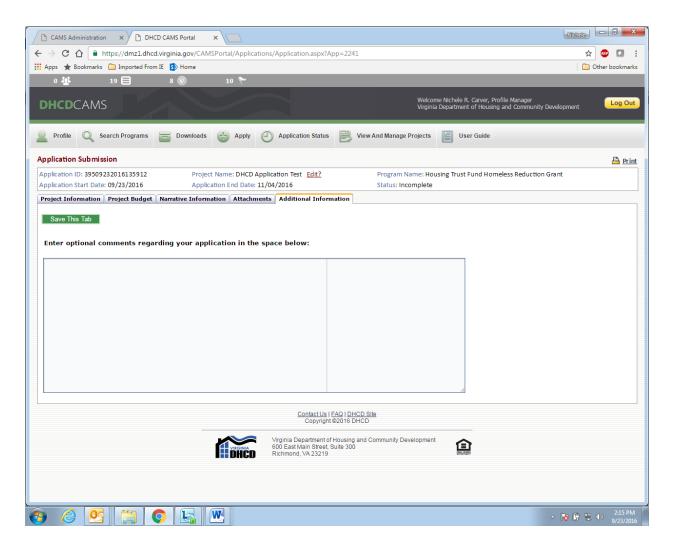| MOUs	If applicable
Board of Directors	Required for non-profit applicants
Additional Attachments	Optional

*DHCD required template

Additional Information

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.

Application Status
Applicants may allow multiple users to edit and review application materials. Applicants are solely responsible for controlling security access to CAMS.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application.   Once the application is submitted the status will change from Incomplete to Pending.

DHCD Review Process
Applicants with unresolved DHCD findings, audit findings, or other compliance issues will not be eligible for a funding commitment.

DHCD conducts panel reviews of all applications submitted by eligible applicants through CAMS.

Applications will be accepted on or before 11:59 PM, October 18, 2017 and **_must_** be submitted to DHCD through the online application and project management system, **CAMS** (Centralized Application and Management System). Please allow up to two business days for responses to CAMS help desk requests.

Applications received by the deadline will be reviewed against established criteria to identify those projects best positioned to meet priority needs within Virginia.

Applications must meet minimum requirements including scoring at least 60 points in order to be considered for funding. Scoring criteria are as follows:

Scoring Criteria	
Need	20
Approach	30
Local Coordination	30
Capacity	20
Total	**100**

Applications will be reviewed and scored by a panel. Offers will be extended to those applications scoring at least 60 points based on availability of funds. Any remaining balance of funds may be allocated through a subsequent application process.

Project applications selected through the Homeless Reduction Grant application process will receive funding notification in writing. Additional information and negotiations may be required prior to contract execution. Applicant awards are tentative pending an executed contract. Applicants are expected to respond in a timely manner to all information requests.

The Homeless Reduction Grant will be issued as a nine-month contract.

Additional information may be found in the Program Guidelines and during the How-to-Apply webinars. Information for accessing webinars may be found on the **DHCD website**.